

City of Springfield
Work Session Meeting

MINUTES OF THE WORK SESSION MEETING OF
THE SPRINGFIELD CITY COUNCIL HELD
MONDAY, APRIL 26, 2004.

The City of Springfield council met in a work session in the Library Meeting Room, 225 Fifth Street, Springfield, Oregon, on Monday, April 26, 2004 at 5:30 p.m., with Mayor Leiken presiding.

ATTENDANCE

Present were Mayor Leiken and Councilors Ballew, Woodrow, Lundberg, and Fitch. Also present were City Manager Mike Kelly, Assistant City Manager Cynthia Pappas, City Attorney Joe Leahy, City Recorder Amy Sowa and members of the staff.

Councilor Ralston was absent (excused)

1. Joint City Council/Museum Board of Directors Meeting.

Mayor Leiken welcomed the Museum Board to this joint meeting. He said council looked forward to hearing what is going on with the Museum.

Development Services Director Bill Grile said the Museum Board is enthusiastic about the prospect of establishing its own separate relationship for the operation and management of the Museum. There are logistical details to work out for this to occur, but they are ready to begin that discussion.

Interim Museum Coordinator Kris Redmond asked the board members to introduce themselves. Board members in attendance were Steve Stermer, Board Chair and Beverly Medford.

Ms. Redmond presented the staff report on this item. The Springfield Museum Board of Directors welcomes the opportunity to present a summary of its activities from the past year and to share a proposal concerning the future relationship between the City and the Museum. Through this proposal, the Board will update the Council about its vision for the Museum.

The board would like to dedicate the front gallery of the museum, the Main Street Gallery, to honor a deserving citizen. The board will keep council updated on this item. She thanked council for their support on this dedication.

Ms. Redmond said she took over as interim museum coordinator following the retirement of Kathy Jensen. She said it has been a wonderful year for the Museum. She discussed the people in the community who have come forward to help the Museum. The docent pool is stronger than ever and their Museum Committee is at full force. They have a Friends of the Museum coordinator for the first time in the Museum's history. They have a loyal core that have been friends for years, and it is time for them to reap more benefits, have a more active role and expand into the community. The Museum also has a volunteer coordinator at this time. She is an excellent resource who is excited about doing everything from recruiting to staffing. Ms. Redmond

discussed other Museum Committee members and the duties they perform. One of their docents has come forward to conduct school tours.

Since last March the board has worked on developing revenue streams for the Museum. They have put in a full year to develop an Economic Improvement District (EID) proposal. They investigated it thoroughly to see what that would look like if they approached the businesses downtown and did an assessment of an EID. They have brought that program to the point where they approached community members. At this point, however, they have tabled that project because they are not sure that is the best resource for the Museum. It is extremely time consuming. One of the key elements to that process was the community support. That resource is still there and they will look to using that in other ways. She referred to a time line the board created to show the exhibits and other events that have occurred over the past year through the Museum. She noted some of the highlights from the timeline. The timeline showed whenever the Museum interfaced with the community, every opportunity that involved the downtown core area, and the areas they plan to expand regarding downtown growth. She gave examples of expanding into the downtown businesses. This chart shows the impact the Museum has had on the community.

Ms. Redmond said she had a planning meeting with Alice Parman. During that meeting they were able to identify the top priorities and areas they wanted to put their resources. The timeline helped them to do that. There are some things they will not be continuing next year. Those energies will be put into several events identified as being able to make the greatest contribution to the community. In doing that they could also build revenue for the Museum. The Puppet Festival is an event the Museum will no longer be pursuing due to the limited visibility the program offered. They feel there are other ways they can make stronger contributions to the community. They will build a business plan around the decisions made at that meeting. The Museum has participated in the Springfield Cruz by making old fashioned root beer floats. They are continuing their Downtown Partnership Program. They currently have fourteen partners in this program which Mr. Stermer developed. Each business pays \$100 and the Museum prints a brochure which shows all the partnering businesses that is handed to everyone who comes into the Museum. In turn, the businesses give the Museum's exhibit brochure out to customers that visit their business. The Museum will continue to be involved in the Springfield parade and the Garden Tour. The exhibits have been very successful.

Ms. Redmond distributed a CD virtual exhibit that was produced and is now being sold in the Museum. The Springfield Museum is the only small museum in Oregon doing digital work like this. Two Museum Committee members, Estelle McCafferty and Penelope Kelly, will be attending the Oregon Museum Association annual dinner in October and giving a presentation about the work they are doing. Because of limited space, it is sometimes difficult to show some of the collection. The CD is one way they can showcase the collections. This is also a revenue stream for the Museum as they sell them. Ms. Kelly has also offered to take photos of each exhibit as it comes in and make a catalog of that exhibit. When people visit an exhibit and want documentation of what they just experienced, they can purchase a CD to take home.

Mayor Leiken said this CD is a great idea. He asked if they have been able to contact the State Associated Forestry Council and the non-profit called the World Forestry Council in Portland.

This may be a great tie in to them because it is about awareness. There may be possibilities for grant money available from these groups. Springfield is still very proud of their heritage. He recommended Ms. Redmond contact them in Portland. He said he would try to get more information on these groups to Ms. Redmond. He also suggested contacting Stub Stewart's family and Erin and Marie Jones.

Ms. Redmond said the collection work is continuing and Linde Wickland is working hard on getting all the collection cataloged and onto the computer. The Museum received another grant from the Lane County Historic Society to upgrade the PastPerfect software for cataloging giving them digital capabilities. They will scan their entire photo collection and it will be recorded and cataloged correctly through PastPerfect. They have partnered with the Lane County Historical Society to look at additional revenue streams specifically for the Museum coordinator position. Lane County Historical Society has offered \$5000 toward the coordinator position upon final approval. Ms. Medford has agreed to match those funds from the community. The Historical Society is very supportive of what the Springfield Museum is trying to do. The Museum Board is looking at publishing a historic book, holding a concert fundraiser in the fall, putting store items on line with the assistance of the Information Technology (IT) Department, starting a charter group of the Red Hat Society, partnering with the lodging industry, and doing more with digital recording. Another theme they have been working on is the Oral History project. They are continuing with this project and are currently working on a Past Mayor's Project. They are interviewing past mayors of Springfield. They are also working on a project including the Seavey and Clearwater families' histories.

Mr. Stermer said the board wants a strong Museum downtown and they want to continue what they are doing in the downtown area. The steps they made over the last year since they met with council have been positive steps and they have worked hard. The Museum Board is asking to set up a contract with the city where the Museum manages the financial end of the Museum. The city continues to own the collection and the building and those would remain the city's responsibility. The Museum wants to maximize the dollars they receive through fundraising to operate the Museum. At this point, the board feels it is best to work with the city and pursue the idea of a contract with the city. This would be a different structure for the Museum and they would need to have a financial person or accountant to oversee operations, and negotiate with the city on such things such as security, maintenance, storage and office space. The room tax dollars the city has set aside could be used for those upkeep items.

Ms. Medford said they are also looking at an endowment fund if they go forward with a contractual agreement for the room tax funds. They feel such a fund could be set up easier if the Museum was a separate entity, but still eligible for room tax money. She discussed a law that requires a certain percent of room tax funding goes to tourist related programs and the board feels the Museum falls well into those guidelines. The Museum can stretch their dollars by not being under the constraints the city is under regarding hiring, benefits and other personnel issues. The \$5000 Ms. Redmond mentioned was the result of the Chambers Business Fair at the Gateway Mall. A member of the Lane Historical Society came to her booth and mentioned that the society had grant money to give. She told him that if the society would give the Museum the \$5000, she would personally raise the same amount from the community. The Museum Board has met with Lane County Historical Society and they were very flattering about Springfield's Museum. She

discussed other money that has come in and the untapped resource of business people not in downtown core area. The board is asking council for \$40,000 in room tax money for the coming year. If they go into the contract situation, it will take a little more to get up and running for the first year. This amount is a twenty percent decrease in what the Museum received last year. They feel they can prove they are eligible for the room tax funds. She said there was a setback with Kathy Jensen retiring, but Ms. Redmond has energized the board with her many ideas.

Councilor Fitch asked how long it would take to establish a 501(c)(3) and get their new board chosen.

Mr. Stermer said they are currently a 501(c)(3).

Ms. Redmond said they had tried to file incorporation papers, but they were sent back because the Museum was still part of the city, which is considered an incorporation. They would again file incorporation papers once the contract was in place. They would also change the bylaws to reflect the process of bringing on their board. They have examples of other bylaws and contracts from other organizations. They are looking at employee handbooks of organizations in similar situations. Their goal is to have everything in place by July 1, 2004.

Councilor Fitch said this would be similar to the arrangement the city has with the Chamber of Commerce, except the city would still own the building.

Councilor Ballew said she would reserve judgment until she sees the budget. Last year the Museum was nearly cut from the budget and was given a year to get organized to become self-sustaining. She said they are doing a lot of things, but it still appears the major funding would still come from city.

Ms. Redmond said they run a budget of \$160,000 for programming, money that has been raised from the community and through some of the programs themselves. The Museum has been successful in receiving those funds from grants and other outside funding on a consistent basis. The budget for this year regarding revenue against expenses shows a positive amount of about \$10,000. She said they are confident they can handle fundraising. The change would mean refocusing some of the information to the community as they fund raise, stating that it would not just be going to the program, but to the Museum as a whole. That would open up taking that revenue into operations. All of their past fundraising reflected programming. In some ways the Museum would have a greater ability to fund raise because they would no longer be attached to the city.

Ms. Medford said when she met with the community, people would not give large amounts of money if the Museum was still part of the city because they had concerns that part of the funds could go to the General Fund. Their ability to raise funds as a separate entity would be greater.

Councilor Lundberg agreed with Ms. Medford and the limits of being connected to city. The most positive things going for the Museum is that the Museum is a treasure in our community and they have a strong volunteer base. She is encouraged and is comfortable with the possibility of going to a contract. This is a very inventive and courageous step for the Museum.

Ms. Medford said a gentleman from Lane County management said the Springfield Museum is the best in the state because of all the programs they provide and it stays fresh with the many things happening. The gift shop is always new and fresh.

Councilor Fitch said she spoke with Councilor Ralston. He had recently met with the Museum Board for a lengthy meeting. He is very supportive of this and was impressed with the creative thinking to meet the city's and resident's needs. Councilor Fitch is also supportive, but had concerns about our upcoming budget. She asked Mr. Kelly if the \$40,000 they were requesting was close to what is available in the budget.

Mr. Kelly said several years ago it was determined to reduce the General Fund dependency of the Museum over a three or four year period giving them time to find a way to become self-sustaining. This is consistent with that movement from General Fund dependency to being self-supportive and is a good second step beyond the reductions that were done last year. It would fit within the budget.

Ms. Medford said the salary for the Museum Coordinator which was funded in the past was \$67,000 including benefits. They are asking for a forty percent reduction from that amount and a twenty percent reduction in room tax funds compared to last year. They feel they have done well.

Mr. Kelly said the funding for the Museum comes from the room tax, but when the strategy was adopted a few years ago, it was a way to reduce the General Fund amount. There are ways to take what is spent for the Museum from room tax and fund something else that was previously funded through the General Fund. The city is doing the same thing this year to make sure the General Fund stays solvent.

Councilor Woodrow said it sounds like a great idea and he is supportive.

Councilor Fitch asked Ms. Redmond to provide a memo from Mr. Grile with funding amounts the Museum is receiving from outside sources.

Mayor Leiken asked how many cities in Oregon have their own Museums.

Ms. Redmond said she did not know the answer to that.

Mr. Grile discussed some other Museums and Discovery Centers that operate in a similar manner as the relationship they are exploring for the Springfield Museum.

Mayor Leiken asked how many of these cities funded their Museum from their Operating Funds and how many were contracting out. He said it is a great way to enhance and go beyond the opportunities that exist now. It would be a good way to bring people downtown. The Museum and all the businesses in the downtown core are all tied together and should be supportive of each other. He discussed the feelings of some of the members of the Senior Forum regarding the history of the Museum. This could be golden opportunities for the Springfield Museum.

Ms. Medford said the Museum Board has been grateful to the city for assisting along the way. This is a great opportunity and the board is excited. That is what it takes to raise money. If the Museum feels it has more control over its own destiny, the board is more willing to go after that money. They discussed others who are ready to join the board.

Mr. Kelly said he looks at this as an option. The notion that the city provides the services is a traditional model. We are moving more to the idea that the city provides some services and makes sure other services are provided. The city has a number of ways they partner with others to offer services. Staff will bring back a performance based contract in the next month or so. They are working with the board at this time going over many of the details of such a contract. Staff would like direction from council if they approve staff to go forward with this performance based contract and bringing it back to council in June for their decision.

Ms. Redmond said it is important that this remains a partnership with the city and that partnership continues to be strengthened.

Councilor Fitch asked if the CD gave a reference to a website or phone number for ordering.

Ms. Redmond said this is the first prototype and they have several changes that need to be made. Those details will be added. This project can go online. She discussed a partnership with a soap company and online orders.

Councilor Fitch said there is support from council for staff to proceed. They would like to see figures of other sources of funding.

Councilor Ballew said she recommends the Museum Board look at fall back positions.

2. Budget Committee Interview.

Finance Director Bob Duey presented the staff report on this item. The Budget Committee has a vacancy in Ward 1 due to the resignation of Christine Larson. Ms. Larsen chose to resign from the Budget Committee for personal reasons. The person appointed will serve until December 31, 2004, at the expiration of the current three-year term for this position. The person appointed would be eligible to re-apply for a full three-year term beginning January 01, 2005.

The city advertised twice previously for this vacancy and failed to receive an application. Because the first Budget Committee meeting is scheduled for May 4, the staff recommended a direct recruitment for this vacancy. The first Budget Committee meeting is scheduled for May 4, and it is important that Ward 1 is represented by a citizen member of the committee.

The council was requested to interview Darnell Manning for the current vacancy in Ward 1. If directed by council, the ratification would be scheduled at the Regular Session Meeting on May 3, 2004.

Council discussed the questions to be asked of the applicant.

Council interviewed Darnell Manning.

Mr. Manning said he has lived in Springfield for fourteen years. He understands that the budget situation is tight in Springfield and if he can make decisions to better that, he would like to make that contribution. He is proud to live in Springfield. Springfield has been good to him and he feels it is his turn to give back to the community.

Council discussed the applicant's qualifications. Council consensus was to appoint Darnell Manning at the May 3, 2004 Regular Meeting.

Councilor Fitch asked Mr. Duey to provide a copy of last year's budget to Mr. Manning.

Mr. Duey said he would provide that for him. He said he had already offered to meet with Mr. Manning before the first Budget Committee meeting next week. Staff will bring this back to council on May 3 for ratification of Mr. Manning's appointment. He will then be able to begin serving at the May 4 Budget Committee meeting.

3. Building Board of Appeal Applications.

The city has received eight applications for the current five vacant positions on the Building Board of Appeals. The Building Board of Appeals determines the suitability of alternate materials and methods of construction and to provide reasonable interpretations of the Oregon Specialty Codes, the Uniform Fire Code, appeals regarding the abatement of unsafe or substandard buildings, the Springfield Housing Code and sign related appeals.

Currently, all five board member positions are vacant. The five board members have exceeded their two consecutive term limitation. The board membership shall consist of one general contractor, one real estate agent, one developer, one specialty code contractor and one property owner. The Municipal Code does not require any of these held positions to be residents of the community. The Board meets on an as needed basis to hear appeals and to also serve as an advisory board to the Community Services Division.

Appointed board members shall serve two year terms and not serve more than two consecutive terms. It is staff's recommendation that if council chooses to appoint five of the attached applicants to the board, council appoint three members to two consecutive two year terms and two members to one two year term to reduce the potential of all five positions becoming vacant at the same time.

Mr. Puente said the BBOA has not met on a building code appeal for almost three years. The appeals they have heard in the last several years have been appeals on the sign code.

Council reviewed the applications. They discussed the applicants and which ones would fit into the membership categories.

Council consensus was to appoint:

- John Hyland – Developer – two two-year terms

- Kelly Reid – Specialty Code Contractor – two two-year terms
- Mark Miller – General Contractor – two two-year terms
- Brent McClean – Realtor – one two-year term
- Lloyd Rain – Springfield property owner – one two-year term

4. EMS Program and Financial Overview.

City Manager Mike Kelly said the EMS Program discussion has been a topic of discussion for several years regarding the budget. He said the power point presentation would give council an overview of the EMS Fund and the financial components of the fund. He said council was welcome to interrupt with questions for clarification, but asked that they hold content questions until the end.

EMS Deputy Chief John Garitz presented the staff report on this item. The EMS fund has experienced three consecutive years of annual expenses exceeding revenues. Several factors have contributed to the financial shortfalls. Planning should occur to ensure the financial sustainability of the fund/program.

The city's EMS program is budgeted and accounted for in an enterprise fund. Revenues generated by the program are recorded in this dedicated fund along with the corresponding expenses. Operations are expected to be self-supporting, covering direct operating and capital expenses, as well as indirect expenses. The EMS fund does not receive direct support from the city's General Fund. The EMS program generates revenue to fund all current expenses. Revenue is derived mainly from fees and charges for the various services provided by EMS activities.

Mr. Garitz gave a power point presentation giving the background on the EMS program. Within the Fire and Life Safety Department, many services are provided. One of those is the Emergency Medical Services (EMS). EMS is the coordinated system of people, equipment, and procedures that responds to the out-of-facility medical needs of the community to provide care at the scene and during transport (if needed) to a hospital or other medical facility. It is a combination of public safety, public health and health care system. This service is viewed as an essential service to the community. There are public run and private run agencies that provide this service. He gave the historical perspective of the EMS program from 1981, when the city of Springfield first began providing ambulance services after private providers ceased operations, through today.

Mr. Garitz, in his power point presentation, went over the EMS Program Goals

- Quality clinical care
- Operationally efficient
- Accessible
- Financially sustainable

System design features include: all advanced life support; multiple-role, multiple skilled personnel; emergency and non-emergency services; fee-for-service; membership program; and all program

activities designed to support the field delivery of care. He summarized each of these features and described the advantages of each.

Mr. Garitz highlighted the Springfield ambulance service area, which includes approximately 2000 square miles in north central and eastern Lane County as well as the Harrisburg area and south eastern portion of Linn County. Under state law every county is required to designate ambulance service areas.

Mr. Garitz described the medic unit deployment. He also addressed why a fire engine is sent out to medical emergencies. They can generally arrive before the ambulance and they are staffed and equipped to provide advanced life support (ALS) care. They can also assist with patient care and movement and enhance productivity of "Standing Army". Most fire agencies in the state provide EMS first response services.

Mr. Garitz discussed response times and the importance of arriving in a timely manner. Survival is reduced by approximately ten percent for each minute that defibrillation is delayed. He discussed multiple role personnel. He discussed ambulance run volume for both responses and transports (61% increase in ambulance responses); ambulance responses by district; ambulance account services (billing and collections); percent of billings by Pay Source; Medicare fee schedule; mandatory Medicare assignment, collection percentage trend; and average collections per patient.

Discussion was held regarding Medicare and Medicaid and the limitations those programs have placed on ambulance providers regarding collection.

Discussion was held regarding the thirteen account services agencies and how Springfield's EMS collects from each of those agencies. The agencies have different contract terms; some are one year terms and others are up to three year terms.

Mr. Garitz discussed the FireMed program. FireMed is our Ambulance Membership Program. It provides financial "access" to ambulance service, helps fund services and works as a joint program with Lane Rural Fire/Rescue. The annual enrollment campaign for FireMed is in May and June of each year through renewal notices, advertising and promotion, and presentations. He referred to charts in the power point presentation which showed the number of FireMed memberships, the gross revenue and the membership status of patients over the last fourteen to eighteen years.

Discussion was held regarding the advertising campaign and cost effectiveness.

Mr. Garitz described the EMS Fund budget sub-programs which include EMS (operations), FireMed, accounting services and training. He described the department FTE funding sources as outlined in the power point presentation. He discussed the EMS Fund revenue categories and how the expenses have outgrown the revenues over the last three years. Revenue sources include patient charges for services, FireMed membership fees, billing service fees, FireMed administrative service fees, interest income, and miscellaneous revenue. EMS has been able to draw from reserve accounts, but can only continue to do so over the next few years. They have about \$1.4 in reserves to draw from in the EMS Fund at this time. Staff would like to hire a

consultant to do a financial and operations analysis of the organization and give them some options and recommendations on how they could reduce expenses and be more efficient.

Mr. Kelly said staff would like to pursue hiring a consultant to assist in planning for the long term health of the EMS Fund. He said staff would like to know what scope of work council would like that to include. He asked council to give comments regarding the consultant work to Mr. Garitz or Mr. Kelly.

Mayor Leiken referred to the chart on page three of the handout relating to Ambulance Responses by District. He asked if the percentage for Eugene City Limits calls would be reduced because of the hard boundaries Eugene has recently set.

Mr. Garitz said that number may drop with that change. Eugene has backed off somewhat on the hard boundary and the two departments are working together to ensure that the closest unit is sent for life threatening calls.

Mayor Leiken noted the number of miles the EMS Program covers. He asked if costs are recovered to service that large area or do changes need to be made to be sure the costs are recovered.

Mr. Garitz said although EMS does not have contracts with these outside agencies, the reimbursement comes when they transport a person. The patient transported and their insurance company are billed by EMS. At this time, the rate structure is universal and does not make any distinction between where the patient is picked up or where the patient lives. EMS can look at charging more for these outside areas and that would be one of the things the consultant could help them determine.

Mayor Leiken said it would be worth checking into because it may need to be a graduated scale or something similar. If others outside the city want service from our outstanding fire department, they should pay the extra charge. He agreed that the consultant could give direction on that and he would be supportive of a consultant being hired for this study. He discussed the changes in Medicare and Medicaid and the difficulties those changes have put on collection. He said we may need to change how we do government.

Discussion was held regarding the technological advances that are now standard of care.

Councilor Lundberg referred to page four of the handout and the chart showing Collection Percentage* Trend showing the actual amount collected

Mr. Garitz discussed the difference between the gross and net figures. If adjusted for the amount not allowed to collect, Springfield's EMS collects about eighty percent.

Councilor Lundberg asked if it was by law that we cannot collect a certain amount. She asked if in general there were limits to what could be collected. She would like them to look at what could be done regarding the collections portion of the program.

Mr. Garitz said that is one of the things he would like the consultant to look at during this study.

Councilor Woodrow asked if there was a schedule of items for the consultant to study.

Mr. Garitz said staff wanted to get direction from council. In the department meetings, staff discussed that they would like the consultant to look at how they operate, their efficiency, are there other delivery models offering quality service for less money, are they doing everything to maximize what they are collecting, and could they reduce expenses. Council has indicated in the past that they would like more of an analysis regarding recovery of costs and the ways to recover those costs.

Councilor Woodrow asked about raising the cost of FireMed membership for certain people and if the consultant could look at that option. He discussed the income levels of the members.

Mr. Garitz said they would have the consultant look into that issue.

Councilor Ballew discussed the staffing in EMS and the funding. It seems the General Fund does support the EMS to a degree. She suggested the consultant or internal staff look at the billing to different areas and the cost compared to what is collected. With this expense the city taxpayer is paying for some of the outside area. She said it may be time to reopen the issue of ambulance service areas with the county.

Councilor Fitch said it is time for the consultant. She said Mr. Garitz did a good job presenting cost shifting. She said Councilor Ballew brought up a good point about collections outside the city. It would be interesting to see what the consultant would determine from studying this issue. There are models being looked at regarding responders to non-emergency calls. There are a lot of great issues for the consultant to examine. The city has done a lot with our other departments as far as cost recovery, but the Fire Department is a different situation. The challenge is to narrow the scope to get quality answers.

Discussion was held on FireMed and if membership could be considered for insurance carriers as a benefit to their clients.

Mr. Garitz said staff has planned this study for three or four years, but waited for the Medicare fee schedule to be completed.

Councilor Ballew asked if the consultant would be a fire or finance specialist.

Mr. Garitz said there are a couple of quality national consulting firms that have good experience in EMS operations as well as a tremendous financial background. There would be a Request for Proposal (RFP) process and he feels confident they could find a firm that is strong financially and understands the medical transportation industry.

Mayor Leiken asked Mr. Garitz to have the Fire Marshal's office provide by memo an update on the arsonist in Springfield.

Councilor Woodrow asked about the cost of consultant.

Mr. Garitz said the cost would be about \$50,000-\$75,000 and could take three to nine months.

5. Council Operating Policies and Procedures Amendment.

City Manager Mike Kelly presented the staff report on this item. The Council Operating Policies and Procedures have not been updated since October 7, 1996. The Springfield Charter states ***“Section 12. Operating Procedures and Policies. The Council shall approve and maintain operating procedures and policies annually.”***

With the implementation of a new city Charter in 2001, updates to the Council Operating Policies and Procedures need to be made to reflect current charter references. Other housekeeping items also need to be addressed regarding this document.

Amendments to the Council’s operating policies and procedures include updates to Municipal Code and Charter references, and changes regarding special regular (Section III, 2.1) and work session (Section V, 1.4) meetings, Mayor and Council attendance (Section III, 3), Council President Pro-Tem (Section III, 10.3), work session start times (Section V, 1), and reimbursement for cell-phone use by the Mayor or Council for city business (Section VIII, 3.1.c). All deletions are noted with a ~~strike~~through and all additions are underlined.

There is no financial impact in approving these changes.

Councilor Woodrow asked about the invocation listed under Order of Business and if it should be removed since it is no longer part of the council meeting.

Mr. Kelly said it could be removed.

No other changes were requested.

Councilor Fitch commended Ms. Sowa on her work and research to update this document.

ADJOURNMENT

The meeting was adjourned at 7:45 pm.

Minutes Recorder – Amy Sowa

Sidney W. Leiken
Mayor

Attest:

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Amy Sowa
City Recorder